

**MINUTES OF THE
LEGISLATIVE PROCESS COMMITTEE**

Friday, November 9, 2007 – 11:00 a.m. – Room W025 House Building

Members Present:

Sen. Lyle W. Hillyard, Senate Chair
Rep. Roger E. Barrus, House Chair
Rep. Douglas C. Aagard
Rep. Rosalind J. McGee
Rep. Ronda Rudd Menlove
Rep. Carol Spackman Moss

Excused Members:

Sen. Brent H. Goodfellow
Sen. Peter C. Knudson

Staff Present:

Mr. John Q. Cannon, Managing Policy Analyst
Mr. John L. Fellows, Deputy General Counsel
Ms. Chelsea Barrett, Legislative Secretary

Note: A list of others present, a copy of related materials, and an audio recording of the meeting can be found at www.le.utah.gov.

1. Committee Business

Chair Barrus called the meeting to order at 11:07 a.m. Sen. Goodfellow and Sen. Knudson were excused from the meeting.

2. Legislative Committees

Mr. Steve Allred, Deputy Director, Legislative Fiscal Analyst, distributed "Joint Appropriation Subcommittees: Proposed Rule Changes." He briefly explained the two recommendations presented in the previous meeting. The recommendations included a possible reduction in the number of appropriation subcommittees by one and more flexibility to subcommittee attendance rules. Mr Allred focused on increasing the flexibility of subcommittee attendance rules. He noted that there is no need to reduce the number of subcommittees because this would necessitate an increased number of meetings per subcommittee, which would not be practical at this time. Mr. Allred described the recommendations to amend the joint appropriation subcommittee rules for consistency with interim, Senate, and House rules.

The Committee discussed Mr. Allred's recommendations.

Sen. Hillyard noted the demands of scheduling and time conflicts and the impracticality of attending every subcommittee meeting. He explained that budgets require significant amount of time to produce and expressed that participation, at some level, is necessary for all subcommittee members.

Rep. Aagard suggested the possibility of staggering subcommittee meetings times.

Sen. Hillyard suggested a presentation be made to caucus members and legislative leadership for further discussion on the topic.

3. E-mail Management for Legislators

Mr. Mark Allred, IT Manager, Office of Legislative Research and General Counsel, distributed and presented "Email Strategies We Can Implement for the 2008 Session." Mr. Allred explained several situations that involve strategies to better cope with mass email. Specifically, he explained working with spam email, coordinating with interns for email tasks, and using a standard response to a common email inquiry. He outlined several solution options to the Committee. Mr. Allred advised the Committee to look

into coordinating with Mr. Johnson in the Senate or Ms. Hardman in the House to advance these strategies.

Rep. McGee noted that it would be beneficial to find out who needs this technology support before expanding the program. Sen. Hillyard suggested mailing this information to legislators. The Committee members suggested training meetings and group technique classes for IT topics.

Sen. Hillyard directed staff to prepare a letter for legislators to present these options. Sen. Hillyard liked the idea of training for legislators. Mr. Allred noted that the information would be provided and given to the chairs to educate and relay the information to other legislators.

4. Constituent Services

Chair Barrus reported on discussion from the House regarding constituent services. He noted that House staff feels like they could benefit from more support in this area.

Sen. Hillyard introduced Mr. Ric Cantrell, Chief Deputy, Senate, who presented information from Senate discussion on constituent services. Sen. Hillyard noted he does not want partisan constituent services and does not want a separate office for constituent services.

Mr. Cantrell opened that the House and Senate are not far apart in their approaches to constituent services. He presented "Senate Constituent Response," a handout explaining the Senate's recommended approach to constituent services. He explained the necessity of keeping the legislator involved with the process. Mr. Cantrell explained an approach using a core response team to facilitate timely responses to constituent service requests. He described how using a staff member to ghost write, find resources, and get back to the Senator, who would then, deliver the information to the citizen. Mr. Cantrell distributed "Constituent Response Proposal," and Ms. Lynette Erickson, Senate, introduced and explained the issues included.

Sen. Hillyard liked the idea of someone independent looking over work that might be distributed to constituents, as described in the process Mr. Cantrell described.

Mr. Cantrell explained a response based vs. proactive based approach described in the proposal. He noted that a response based committee will prevent staff from over stepping their boundaries.

Ms. Janeen Halverson, Senate, noted her experience working with the Senate and with constituent services.

Rep. McGee noted she would like more detailed information on this proposal before making a decision

Chair Barrus asked for additional comments from the audience on constituent services.

Sen. Stephenson thanked the Committee for their work on constituent services. He expressed concerns about the model proposed by the Senate staff. Specifically, having the legislator be the middle man. Sen. Stephenson noted the difficulty for the legislator to play this role. He recommended having an individual fill the role of constituent services who understands the legislators's district to better provide

the personal aspect needed to address constituent services.

Sen. Hillyard and Chair Barrus suggested that leadership discuss these recommendations in more detail to try to move this issue forward.

5. Use of Committee Rooms

Mr. Cannon referred the Committee to "Legislative Management Committee Policy Governing Use of Committee Rooms," and "2007 General Session H.B. 317, Capitol Hill Complex -Legislative Space," both included in the mailing packet sent to the Committee prior to the meeting. The policy outlines changes that will be proposed to the Management Committee in the upcoming week. He summarized the statute that gives the Legislative Management Committee jurisdiction over committee room usage.

6. Electronic Meetings

Mr. Fellows briefly outlined "Utah Code 52-4-207, Electronic Meetings -- Authorization -- Requirements." Mr. Fellows explained that electronic meetings would require the Legislature to adopt rules governing the process.

Sen. Hillyard directed staff to prepare draft legislation rule changes for electronic meetings usage for the interim only. Sen. Hillyard suggested limiting the number of legislators who could participate electronically and establishing deadlines for legislation to request this privilege.

Rep. Aagard added that he looks forward to hearing more information about this proposal and requested additional information regarding how other states manage electronic meetings.

7. Other Items / Adjourn

Chair Barrus adjourned the meeting at 12:58 pm.